

COURSE SUPERINTENDENT

General Statement of Duties: Performs technical and skilled supervisory work in the care and maintenance of the municipal golf courses; does related work as required.

Distinguishing Features of the Class: This work involves responsibility for performing skilled tasks in the care and maintenance of turf, greens, fairways, and irrigation systems of the municipal golf courses. The Course Superintendent supervises a group of park maintenance workers engaged in grounds care and maintenance. Work is performed under the general direction of the Director of Parks, Recreation and Public Property with incumbent exercising considerable latitude and independence to achieve division goals.

Areas of Accountability:

1. Directs and coordinates the activities of a group of subordinates to assure the completion of assigned tasks.
 - Plans and assigns work;
 - Supervises employees in accordance with proper Personnel Policy, EEO practices and Union contracts;
 - Reviews and evaluates performance of subordinate employees;
 - Instructs subordinates on proper work procedures, safety rules and procedures, care and use of equipment.
2. Plans, schedules, and supervises the care and maintenance of the golf courses and related equipment.
 - Supervises and participates in the mowing, watering, weeding, rolling, spiking, seeding, pumping, aeration, and fertilization of greens, tees, fairways, and rough;
 - Supervises and participates in the propagation of grass and other plants;
 - Diagnoses turf problems such as insects, rodent, fungus, and weeds, determining the best methods for correcting;
 - Supervises the application of chemicals used to eliminate turf problems;
 - Estimates and requisitions materials, supplies, and equipment needed in the maintenance and operation of the golf course;
 - Establishes proper maintenance schedules for mowers, pumps, maintenance carts and other assigned equipment;
 - Keeps up to date on current turf maintenance, chemicals, and equipment through continuation programs, seminars, etc.
3. Maintains effective working relationships with subordinates, other City staff, and the public.
 - Responds to questions and complaints from the public;

- Maintains open communication with subordinate employees;
 - Consults with Head Golf Pro on matters of mutual concerns.
4. Maintains proper records such as daily fuel consumption, accident reports, time records, counseling and disciplinary records, and daily receipts.
5. Advises and makes recommendations.
- Reviews policies, practices, procedures, and priorities of division making recommendations for changes and improvements;
 - Recommends personnel actions concerning subordinate employees;
 - Assists Golf Pro with preparation of annual budget and inventory.
6. Develops and implements comprehensive plans for accomplishment of division goals.
7. Other duties as assigned.

Required Knowledge, Skills and Abilities: Considerable knowledge of the care and maintenance of current USGA bent grass greens; considerable knowledge of turf diseases and the chemicals and methods used to control them; considerable knowledge of the methods used in the care and maintenance of golf courses; good knowledge of golf rules and regulations and of general golf course operations; good knowledge of the uses and operating methods of equipment and tools used in golf course maintenance; ability to plan, assign, and supervise the work of a crew engaged in the care and maintenance of municipal golf courses; ability to estimate materials, supplies, and equipment needed in the care and maintenance of a municipal golf course; ability to understand oral or written instructions; ability to maintain accurate records and reports, ability to deal tactfully and courteously with the public; ability to work outside in all weather conditions.

Acceptable Experience and Training: High school diploma or equivalent, supplemented by courses in golf course maintenance and turf care plus three years experience in the design and implementation of a program of care and maintenance of golf courses, including two years experience at the supervisory level. Also, must have experience in the diagnosis, cure and prevention of turf diseases; or any combination of training and experience which provides the required knowledge, skills and abilities.

Additional Qualifications: Must have a valid driver's license. Within six months of employment, incumbent must obtain the turf and ornamental pesticide applicator's license issued by the state of Iowa.